

Bayh College of Education

Teacher Education Committee Bylaws and Guidelines



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Reviewed & Revised: April, 2011

Teacher Education Committee Bylaws and Guidelines

1. Introduction – Overview & Charge

The preparation and licensure of professional educators is a major priority at Indiana State University. The Bayh College of Education and its Dean are designated by the University as holding primary authority and responsibility for such preparation. The Teacher Education Committee (TEC) is charged with the overall responsibility to assist in the planning, approving and coordinating of the various undergraduate and graduate programs which prepare licensed educators for the preschool through high school settings (PK-12). The Committee shall make certain the University is in compliance with the standards of the Indiana Department of Education, Division of Professional Standards and the standards for the National Council for Accreditation of Teacher Education as well as other relevant accrediting bodies (see Academic Affairs). All curricular and other academic items including assessment which would have a modifying effect on educator preparation at the University are within the charge of the TEC.

2. Membership

The Dean of the Bayh College of Education shall designate as voting members of the TEC, 18 members of the Indiana State University faculty with substantial interest and involvement in the institution's programs which prepare licensed educators. Eight of those individuals will have been nominated by other academic deans – four from the College of Arts and Sciences, one from the College of Business, one from the College of Health & Human Performance, one from the College of Technology, and one from the College of Graduate and Professional Studies. The remaining 10 shall come from the Bayh College of Education. These 18 individuals will serve staggered 3-year terms. In designating committee members, care should be taken to provide balanced and broad representation in terms of services, race, gender, rank, age, and experience. The Dean of the Bayh College of Education shall also designate as voting members serving a one-year term, an elementary or secondary teacher or school administrator, and undergraduate student who is in good standing in a teacher education program, and a graduate student who is in good standing in a graduate program coordinated by the Bayh College of Education. In sum, the TEC shall be comprised of 21 voting members. The President of the University or his/her designee will confirm the membership of the TEC. A current list of members of the TEC will be retained in the Bayh College of Education Dean's Office and posted at the TEC website. Finally, Ex-officio members will include the following: Dean, Bayh College of Education; Associate Dean, Bayh College of Education; Dean, College of Graduate and Professional Studies; Associate Dean, College of Arts and Sciences; Associate Dean, College of Health and Human Performance; Associate Dean, College of Business; Associate Dean, College of Technology; and, Director, Education Student Services.

3. Executive Committee

The Executive Committee is the duly authorized standing committee of the TEC. Executive Committee members shall serve a one-year term. No member shall serve for more than one consecutive term.

3.1 Composition

The Executive Committee shall be comprised of the Dean of the Bayh College of Education (Ex-officio, non-voting), the Associate Dean of the Bayh College of Education (Ex-officio, non-voting), the Chairperson of the TEC (elected by the TEC members, voting), the Parliamentarian (elected by the TEC members, voting), and the Secretary of the TEC (elected by the TEC members, voting).

3.2 Executive Committee Policies

- The Dean of the Bayh College of Education is the University's official representative for teacher education.
- The Chairperson of the TEC is elected by the membership during the March meeting for one academic year.
- The Secretary of the TEC is elected by the membership during the September meeting for one academic year.
- The Parliamentarian of the TEC is elected by the membership during the September meeting for one academic year.
- The Chairperson of the TEC or Dean's office designee will place all items on the agenda and will submit to TEC members seven (7) calendar days prior to a meeting.
- The Secretary of the TEC or Dean's office designee will distribute previous meeting's minutes seven (7) calendar days prior to a meeting to all TEC members and Bayh College of Education faculty.
- The Executive Committee will receive and disseminate Unit Assessment System summaries annually.
- The Executive Committee will receive requests directed to the TEC and either place them on the TEC agenda act on behalf of the TEC for proper disposition if the matter is routine.
- The Executive Committee shall act on all matters determined by the TEC.
- In the absence of the chair, a member of the executive committee (with the exception of the secretary) will preside over the meeting.

4. Meeting Dates

Regular meeting of the Teacher Education Committee will be at 3:30 pm on the third Tuesday of each month. Special meetings may be called if necessary. Scheduled meeting dates will be retained in the Bayh College of Education Dean's Office and posted at the TEC website.

5. Quorum

A majority of the membership (i.e., 11 members) shall constitute a quorum.

6. Agenda

Anyone desiring to bring specific matter to the attention of the TEC shall communicate, in writing, to the TEC Chairperson 14 calendar days or more preceding the meeting at which the matter is to be considered. This time limit may be altered by a majority vote (i.e., two members) of the Executive Committee of the TEC.

7. Minutes

Minutes of the TEC shall be maintained by the TEC Secretary and posted on the TEC website once approved. Minutes of a previous meeting will also be electronically available 10 calendar days prior to a regularly scheduled meeting of the TEC.

8. Policies

The TEC will:

- Ensure a continuous review of professional education licensure programs.
- Maintain primary responsibility for the Bayh College of Education's Unit Assessment System.

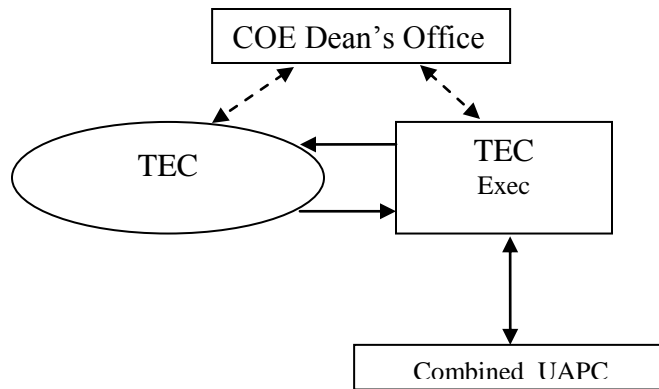
9. Unit Assessment Planning Committees*

The planning and coordinating of curricular design and development are fundamental faculty responsibilities. These responsibilities extend to initial and advanced programs relevant to professional education licensure. Unit governance (e.g., TEC) recognizes stakeholders closest to this decision-making responsibility, including administrative elements of the governance structure. The Unit Assessment Planning Committee (UAPC) is a standing committee charged with reviewing respective program assessment summaries, providing feedback to programs, and providing an annual report to the TEC Executive Committee. A current list of initial and advanced programs relevant to professional education licensure will be retained in the Bayh College of Education Dean's Office, Educational Student Services and posted at the TEC website.

9.1 Meetings

The Unit Assessment Planning Committee will meet during the academic year at times sufficient to meet their responsibilities. Additionally, the Committee shall work closely with the TEC Executive Committee and the Bayh College of Education Dean's Office throughout the academic year in carrying out their responsibilities.

9.2 Unit Assessment System Planning Committee Framework



9.3 Unit Assessment Planning Committee

Purpose - reviews initial and advanced program assessment summaries, provides feedback to programs, and provides an annual report to TEC Executive Committee.

Committee Composition

- Eleven to fifteen members
- Members are nominated by the Dean's Office and affirmed by the TEC in such a way as to have three-year staggered terms
- At least three TEC members
- At least two representatives from Content Areas
- At least one member from EPSY or SPED
- At least one member should be active in an all grades program
- Chair to be elected annually in the spring by members
- Department chairs from EESE and CIMT and the Assessment Coordinator will serve as ex officio.

9.4 Summary of Assessment Activities to TEC Executive Committee and TEC

On an annual basis, the UAS Committee will report to TEC and stakeholders the current status of unit assessment and continual improvement, as specified by the UAS.

**(Section 9 reviewed and revised April, 2011)*

10. Sub-Committees

Sub-committees of the TEC shall be established by the TEC Chairperson as needed. Sub-committees shall be composed of at least one member of the TEC and may include members of the University faculty, public school personnel, and other stakeholders impacting teacher education. All matters considered by sub-committees must be presented to the TEC for final action.

11. Appeals

Appeals related to TEC policies are referred to the TEC Executive Committee.

12. Amendment Process

Annually, the appropriateness of the TEC will be reviewed by affirming and/or recommending amendments to the Guidelines and Bylaws for consideration. Amendments to the Guidelines and Bylaws require a two-thirds approval of those TEC members present and voting at a regular meeting at which a quorum is present.